

**DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
5720 INTEGRITY DRIVE  
MILLINGTON TN 38055-0000**

**IN REPLY REFER TO**  
BUPERSINST 1133.29D  
CNRC Code 11  
24 Jul 01

BUPERS INSTRUCTION 1133.29D

From: Chief of Naval Personnel  
To: All Ships and Stations (less Marine Corps field  
addressees not having Navy personnel attached)  
  
Subj: APPLICATION PROCEDURES FOR CAREER RECRUITER FORCE (CRF)  
  
Ref: (a) NAVPERS 15909G, Enlisted Transfer Manual,  
Chapter 9.63  
(b) COMNAVCRUITCOMINST 1136.2H

1. Purpose. To revise information concerning policies, eligibility requirements, and application procedures for Career Recruiter Force (CRF) program. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 1133.29C.

3. Background. CRF was established in 1978 to develop a cadre of exceptional recruiting managers to provide consistency and leadership to the recruiting effort. Commander, Navy Recruiting Command (COMNAVCRUITCOM) manages size, qualifications, and career path of CRF. The goal is to maintain a stable, experienced recruiting force; reduce amount of training and permanent change of station (PCS) costs required to train and move 1,500 new recruiters every year; and support Navy's homebasing plan.

4. Eligibility

a. CRF is open to personnel who are currently assigned to recruiting duty with Navy Enlisted Classification (NEC) codes 9585, 9586, 9587 and to personnel who have successfully completed a tour as a recruiter (NEC 9585) and wish to convert to Navy Counselor (NC) NEC 2186 rating. Personnel must

(1) be in paygrade E-5 through E-8. E-5 personnel who apply for CRF must meet all eligibility requirements for

advancement to the next higher paygrade and other eligibility requirements listed in this instruction.

(2) meet current screening requirements for recruiters per reference (a).

(3) have completed Personnel Qualification Standards (PQS) for Recruiter per reference (b).

(4) receive a strong, positive endorsement from their commanding officer (CO).

(5) be within 15 months of their projected rotation date (PRD).

(6) be warfare qualified (although highly desirable, not mandatory).

b. Following personnel are not eligible to apply:

(1) Nuclear-trained Electronics Technicians (ETs), Electrician Mates (EMs), and Machinists Mates (MMs).

(2) USNR recruiters assigned to Commander, Naval Reserve Force (COMNAVRESFOR).

(3) Personnel in receipt of PCS orders within 6 months of their PRD.

## 5. Application Procedures

a. Applicants desiring to convert to CRF may submit a NAVPERS 1306/7, Enlisted Personnel Action Request, to Navy Personnel Command (NAVPERSCOM) (PERS-815), 5720 Integrity Drive, Millington, TN 38055-8150 via their chain of command and COMNAVCRUITCOM (Code 113), 5722 Integrity Drive, Bldg. 784, Millington, TN 38054-5057.

b. Applicants must include the following information:

(1) Copies of PQS qualification sheet on all positions qualified.

**Note:** Copy of NAVPERS 1070/604, Enlisted Qualifications History, NAVPERS 1610/2, Fitness Report and Counseling Record (E7-O6) or NAVPERS 1616/26, Evaluation Report and Counseling Record (E1-E6) indicating positions qualified are acceptable.

(2) Copy of signed NAVPERS 1070/613, Administrative Remarks, entry stating: "If selected for CRF, I agree to incur 36 months of obligated service from the date of assignment as a CRF."

(3) Copy of completed recruiter-screening form in reference (a) signed by the applicant's CO.

(4) Two recent (within 3 months) photographs, one full-length front view, and one full-length side view. Photographs of chief petty officers will be in khaki uniform. Photographs of first class petty officers (and below) will be in summer white or winter blue uniform. Photographs may be taken with any type of camera and may be in black and white or color.

(5) Copy of member's last three physical fitness assessments (PFAs).

(6) Copy of ASVAB scores (NAVPERS 1070/603/604).

(7) CO's endorsement.

6. Selection. The selection process consists of two steps.

a. An administrative board will be held by COMNAVCRUITCOM 4 times a year (November, February, May, and September) to consider applicants for entrance into CRF. Applicants who are considered to be "not best qualified" for CRF by the board will be informed by COMNAVCRUITCOM. If applicants are recommended for lateral conversion by COMNAVCRUITCOM board, their packages will be forwarded to NAVPERSCOM (PERS-815) for continued processing.

b. Member's current community manager will then determine if manning within that rating will allow member to be released to CRF. Final results will be released via naval message by COMNAVCRUITCOM. Those selected for CRF will be converted immediately, or upon transfer from present command if not currently on recruiting duty, to NEC NC-2186.

7. Assignment. NAVPERSCOM (PERS-4010C) will notify each selectee of the latest assignment policies and procedures, and discuss future duty preferences. Duty assignments will be made using the following guidelines:

a. Selectees will be assigned permanently to CRF for the remainder of their naval careers.

b. New CRFs currently assigned to recruiting duty will remain at their current assignment until PQS qualified, selected, and assigned to a Zone Supervisor position. There is no limit established for the length of this initial assignment; however tour length will be reviewed on a case-by-case basis. Members desiring reassignment for their initial CRF assignment should submit a NAVPERS 1306/7, to NAVPERSCOM (PERS-4010C) via their region and COMNAVCRUITCOM (Code 113). There will be occasions when needs of Navy dictate exceptions to this policy.

c. New CRFs who are not currently assigned to recruiting will attend Career Recruiter Academy in Pensacola, FL in conjunction with PCS orders to their initial assignment as a CRF. Upon notification of selection, members should contact NAVPERSCOM (PERS-4010C) at Comm (901) 874-3868 or DSN 882 to negotiate orders to a Navy Recruiting District (NRD).

d. Selectees serving on a Selective Reenlistment Bonus (SRB) enlistment will not receive their remaining SRB entitlement.

e. Selectees receiving Continuous Submarine Pay (CONSUBPAY) while on shore duty will have their CONSUBPAY terminated as of the date of selection. Those selectees receiving CONSUBPAY on sea duty will no longer be eligible for CONSUBPAY as of the date of selection; they will commence receiving operational SUBPAY on a month-by-month basis until detachment.

8. Point of Contact. For questions pertaining to application procedures, selection process, or career opportunities in CRF, contact COMNAVCRUITCOM (Code 113), Comm (901) 874-9136/9138 or DSN 882.

BUPERSINST 1133.29D  
24 Jul 01

9. Form. NAVPERS 1306/7 (Rev. 5-96), Enlisted Personnel Action Request, may be obtained from the Naval Inventory Point using requisitioning procedures contained in CD-ROM NAVSUP PUB-600 (NLL), Navy Stock List of Publications and Forms or at <http://forms.daps.mil/order/>.

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